



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS  
REGULAR MEETING MINUTES  
Wednesday, July 2, 2003  
City Hall Room 107  
4:00 P.M.**

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**I. CALL TO ORDER**

The meeting was called to order by President DeForest at 4:02 p.m.

Others present: Commissioners Murdaugh and Smith, Civil Service Personnel Director Karen Scholle, Civil Service Personnel Analyst Sue Sutherland, DPW Director Bob Kuhn, DPW Administrative Supervisor Pat Bice, Assistant City Manager Lee Slaughter.

**II. MINUTES**

**Motion by Smith, support by Murdaugh, to accept the minutes of the June 4, 2003 regular meeting and the June 16, 2003 special meeting minutes as written.**

**VOTE: Three yeas, zero nays. Motion carried.**

**III. ACTION AGENDA**

**A. Job description for Superintendent of Public Works**

An explanation was given by DPW Director of the trial re-organization of the DPW division management structure and the need to establish a job description for the proposed Superintendent of Public Works.

**Motion by Smith, support by Murdaugh, to accept the job description for the trial period requested.**

**VOTE: Three yeas, zero nays. Motion carried.**

**B. Job description for Superintendent of Public Utilities**

An explanation was given by DPW Director of the trial re-organization of the DPW division management structure and the need to establish a job description for the proposed Superintendent of Public Utilities.

**Motion by Smith, support by Murdaugh, to accept the job description for the trial period requested.**

**VOTE: Three yeas, zero nays. Motion carried.**

**C. Request for temporary appointments of Superintendents of Public Works and Public Utilities**

After an explanation for the need to waive the CSC's rules and regulations regarding temporary appointments to allow for the six-month trial re-organization of DPW management, the Civil Service Commissioners took the following action.

**Motion by Murdaugh, support by Smith, to waive the Civil Service Commission's Rules and Regulations regarding temporary appointments and approve a six-month temporary appointment of the Supervisors of Public Works and Public Utilities.**

**VOTE: Three yeas, zero nays. Motion carried.**

**D. Job description and reclassification request for DPW Administrative Secretary to Administrative Supervisor**

After DPW Director Bob Kuhn's explanation of the request to reclassify the position from Salary Grade X to Salary Grade VIII, the Civil Service Commissioners took the following action.

**Motion by Smith, support by Murdaugh to accept the job description and reclassification of the DPW Administrative Supervisor as proposed.**

**VOTE: Three yeas, zero nays. Motion carried.**

**E. Job description for Senior Transit Driver to Senior Transit Worker**

Following short discussion of the need to update this position description, the Commission took action.

**Motion by Smith, support by Murdaugh, to accept the updated job description for Senior Transit Worker.**

**VOTE: Three yeas, zero nays. Motion carried.**

**F. Seasonal Maintenance Worker Job Descriptions**

1. Leisure Services
2. Public Works

The Civil Service Director updated the Commissioners on the fact that these job descriptions are being updated at the request of Kelly Services, who provides the City's temporary summer help for these classifications.

**Motion by Smith, support by Murdaugh, to accept the updated job descriptions for the seasonal maintenance worker positions.**

**VOTE: Three yeas, zero nays. Motion carried.**

**G. Information Technology Job Descriptions**

1. Computer Technician
2. Network Technician

The Director advised the CSC of the change in status from union to unrepresented positions for the Computer and Network Technicians and the need to adopt the existing job descriptions into the appropriate employee group.

**Motion by Murdaugh, support by Smith, to accept the Computer and Network Technician job descriptions as written.**

**VOTE: Three yeas, zero nays. Motion carried.**

**H. FMLA Requests for Leave of Absence**

A request for FMLA leave of absence was received from DPW Employee Joe Bishop.

**Motion by Murdaugh, support by Smith, to approve Joe Bishop's request for FMLA leave of absence, subject to obtaining all required signatures.**

**VOTE: Three yeas, zero nays. Motion carried.**

**I. Weapons Policy** (added to agenda):

The Civil Service Director advised the Commission of action needed on the Weapons in the Workplace policy, passed in 2001 and suspended in 2002, pending an opinion from City Attorney Schrier and amendment to the policy. Discussion followed on the proposed policy amendments.

**Motion by Smith, support by Murdaugh, to accept the proposed amended Weapons in the Workplace policy with the insertion of the wording "for just cause" in the "Searches" paragraph so as to read:**

**"The City reserves the right to question and search *for just cause* any employee entering or exiting a work site. All vehicles, packages, purses, briefcases, and other personal belongings or containers brought onto City**

property are subject to such inspection at anytime, as are offices, desks, lockers, and City vehicles.”

**VOTE: Three yeas, zero nays. Motion carried.**

#### **IV. CIVIL SERVICE PERSONNEL DIRECTOR' S REPORT**

##### **A. Veterans' Preference Policy Proposal**

The Director reported that the materials reviewed in attempting to construct a preference policy are more involved than anticipated. Additionally, a return call from the Veterans Diplomat in Lansing is expected, after which as proposal will be presented to the CSC.

##### **B. Performance Evaluations Updates**

1. Non-represented Employees:  
Only one evaluation remains outstanding as of the meeting.
2. SEIU Clerical employees:  
Evaluations are complete.
3. Performance Evaluation Workshop  
The Director, along with six supervisors, attended this workshop at the Employers Association. Feedback from the training was positive.

##### **C. Employee Service Awards Reception**

Service awards will presented at a City Commission meeting this year, in either September or October, with a reception preceding it. Commissioners were asked to plan to attend the function and present the service awards to employees.

##### **D. Sensitivity Training for Supervisors & Managers**

Per the request of several supervisors, the training has been arranged for July 15 at City Hall in Room 107. The City's EAP provider, Child & Family Services, will present.

#### **V. STATUS OF RECRUITMENTS**

- A. Assistant City Engineer:** Position on hold per City Engineer's request.
- B. City Seasonals 2003:** 247 applications on file; summer hiring complete.
- C. Customer Service Representative I 2003:** Sixty-six applications on file.
- D. Customer Service Representative I Clerk's Office:** Position on hold per City Clerk.
- E. Customer Service Representative II 2003:** Sixty-four applications on file.
- F. Engineering Aide (Seasonal):** Soo Lee began employment on June 23, 2003.
- G. Firefighter 2003:** 273 applications on file; written test scheduled for July 19, 2003 at MCC.
- H. Firefighter 2004:** One application on file.
- I. Police Officer 2003:** Department interviews complete; waiting for selection of candidates.
- J. Police Officer 2004:** Fifty-six applications on file.
- K. Water Plant Operator:** Waiting on Water Plant Supervisor's decision.

#### **VI. APPOINTMENTS**

##### **A. New Appointments**

###### **Permanent**

###### **Seasonal/Part Time**

Terri Clock, Lifeguard, 6/6/03.  
Joseph Dagen, Lifeguard, 5/30/03.  
Jamie DePoy, Playground Leader, 5/27/03.  
Kris Drake, Julia Hackley Intern – Administration, 5/30/03.  
Desiree Dye, Julia Hackley Intern – CNS, 5/30/03.  
Tommie Elliott, Playground Leader, 6/6/03.  
Alissa Emmons, Playground Leader, 5/27/03.  
Alicia Gonzalez, Park Ranger, 6/18/03.  
Ken Jackson, Julia Hackley Intern – Clerk's Office, 5/30/03.  
Elizabeth Jenkins, Playground Leader, 6/2/03.  
Heather Lamson, Lifeguard, 6/2/03.  
Chad Lowing, Lifeguard, 5/23/03.  
Ann Nolan, Playground Leader, 5/27/03.  
Jennifer Plummer, Playground Leader, 6/5/03.  
Kari Rafferty, Lifeguard, 5/23/03.

Dianne Rebedew, Playground Leader, 6/2/03.  
Jennifer Rosentreter, Parks Intern, 6/11/03.  
Kimberly Schoepf, Playground Leader, 6/3/03.  
Carl Sones, Playground Leader, 5/27/03.  
Tarassa Spearman, Julia Hackley Intern – Planning, 6/23/03.  
Erik Thompson, Playground Leader, 5/29/03.  
Angela Vinton, Playground Leader, 5/27/03.  
Edward Washington Jr., Playground Leader, 5/23/03.  
Jana White, Julia Hackley Intern – Treasurer's, 5/30/03.

**B. Promotions:**  
**Permanent Employees**

**Seasonal/Part Time**

**C. Transfers**  
**Permanent Employees**

**Seasonal/Part Time**

**D. Reclassifications**  
**Permanent Employees**

**Seasonal Employees**

**E. Temporary Assignments**  
**Permanent Employees**

**Seasonal/Part Time**

**VII. DISCIPLINARY ACTIONS**

**A. Warning Letters**  
**Permanent Employees:**

Frank Borgeson, Leisure Services Maintenance Worker II, Group 1, 1st violation, 6/6/03.  
Jared Halverson, Water/Sewer Maintenance Worker, Group 1, 1st violation, 5/19/03.  
Mike Lamsma, Police Officer, Group 3 offense, 1st violation, 6/14/03.  
Robert Lukos, Leisure Services Maintenance Worker III, Group 1, 1st violation, 6/6/03.  
Musa Mahoi, Police Officer, Group 2 offense, 1st violation, 5/11/03.

**Seasonal/Part Time:**

Eddie Savage, Senior Transit Driver, Group 1 offense, 1st violation, 5/20/03.  
Edward Smith, Senior Transit Driver, Group 1 offense, 1st violation, 5/29/03.

**B. Suspensions**  
**Permanent Employees**

**Seasonal/Part Time**

**C. Terminations**  
**Permanent Employees**

**Seasonal/Part Time**

**VIII. SEPARATIONS**

**A. Resignations**  
**Permanent Employees**

Thomas Galloway, Firefighter, 6/6/03.

**Seasonal/Part Time**

Valarie Cassette, Parks Intern, 6/6/03.  
Kris Drake, Julia Hackley Intern – Administration, 6/2/03.

- B.     **Job Terminations**  
          **Permanent Employees**  
  
          **Seasonal/Part Time**

- C.     **Other**  
          **Retirements**

IX.    **OTHER PERSONNEL ACTIONS**

- A.    **Certificates of Training Excellence**  
       **Certified Fire Inspector I**

Curtis Adams, Acting Fire Inspector, 5/20/03.

**Conducting Effective Performance Reviews**

Pat Bice, Administrative Services Supervisor, 6/19/03.

Robert Fountain, Special Operations Supervisor, 6/12/03.

Wil Griffin, Community Neighborhood Services Director, 6/12/03.

Melissa Jacobsen, Recreation/Marina Supervisor, 6/12/03.

Ted Russell, Resource Recovery Coordinator, 6/12/03.

Karen Scholle, Civil Service/Personnel Director, 6/12/03.

Bob Veneklasen, Water Plant Supervisor, 6/12/03.

**Educational Methodology**

Keith McMillan, Firefighter, 4/5/03.

**Incident Command System**

Keith McMillan, Firefighter, 3/22/03.

**Incident Safety Officer**

Keith McMillan, Firefighter, 3/28/03.

**International Assoc. of Electrical Inspectors** and  
       **Michigan Chapter Spring Education Seminar**

Donald LaBrenz II, Electrical Inspector, 3/7/03.

- B.    **Letters of Commendation**

Charles Anderson, Police Officer, letter of recognition and appreciation via Chief Kleibecker from Dale Young, D/Lt. of West Michigan Enforcement Team, for his efforts and assistance to WEMET during April 23, drug surveillance, 5/19/03.

Scott Anderson, Police Officer, letter of recognition via Chief Kleibecker from Dale Young, D/Lt. of West Michigan Enforcement Team, for his professionalism and work ethic during April 24, drug surveillance, 5/19/03.

Marlin Dunmire, Police Officer, letter of commendation from chief Kleibecker via request by Mark Lewis, Police Lieutenant, for his outstanding and professional handling of an irate, hostile, traffic violator, 6/14/03.

Donna Mayol, Administrative Secretary, card of appreciation from Sherry DeBoer of Nelson Elementary School HOSTS Program, for her service as a reading tutor to students, 5/27/03.

David McNeil, Police Officer, received a letter of recognition via Chief Kleibecker from Dale Young, D/Lt. of West Michigan Enforcement Team, for his professionalism and work ethic during April 24, drug surveillance, 5/19/03.

Tom Parker, Police Officer, received a letter of recognition and appreciation via Chief Kleibecker from Dale Young, D/Lt. of West Michigan Enforcement Team, for his efforts and assistance to WEMET during April 23, drug surveillance, 5/19/03.

Andrew Rush, Police Officer, letter of appreciation from Citizen Linda Griffin, for his assistance to her son, 4/17/03.

Derrick Smith, City Treasurer, received a letter of appreciation from Lisa Hegenbart, Education Director for Junior Achievement, for his time, talents and participation with the students in the Junior Achievement program, 5/16/03.

Kevin Stier, Police Officer, received a letter of recognition via Chief Kleibecker from Dale Young, D/Lt. of West Michigan Enforcement Team, for his professionalism and work ethic during April 24, drug surveillance, 5/19/03.

Sue Sutherland, Personnel Analyst, card of appreciation from Sherry DeBoer of Nelson Elementary School HOSTS Program, for her service as a reading tutor to students, 5/27/03.

Scott VanderWier, Police Officer, letter of recognition and appreciation via Chief Kleibecker from Dale Young, D/Lt. of West Michigan Enforcement Team, for his efforts and assistance to WEMET during April 23, drug surveillance, 5/19/03.

Christopher Woodard, Police Officer, letter of recognition via Chief Kleibecker, from Dale Young, D/Lt. of West Michigan Enforcement Team, for his professionalism and work ethic during April 24, drug surveillance, 5/19/03.

Bernadette Young, Park Supervisor, letter of appreciation from Nelson Elementary School Hosts Program Leader, Sherry DeBoer, for her inspiration, dedication and service to the HOSTS reading mentoring program, 5/3/03.

**C. Reassignment of Duties**

**X. OTHER BUSINESS**

- A. May 2003 expenditure for Manpower Temporary Services, Office Services only, for one temporary employee, \$1,616.84.
- B. May 2003 expenditure for Kelly Temporary Services, Office Services only, for three employees, \$200.46.

**XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 4:59 p.m.

Submitted by,

Karen A. Scholle  
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(07 03 CSC Minutes)